

Payroll Specialist I

Job Title	Payroll Specialist I	FLSA Category	Non-exempt
Department	Payroll	Position Type	Fulltime - Remote
Reports To	Payroll Manager Payroll Director	Pay Band	\$18-\$20
Prepared By	J. Elliott	Prepared Date	4.14.2026

Position Summary:

InSchools' Payroll Specialist I is responsible for supporting payroll operations for assigned schools while developing foundational knowledge of payroll systems, processes, and compliance requirements. This role focuses on accuracy, task execution, and learning under guidance from senior team members.

Essential Functions:

Is regular attendance based on the authorized schedule as essential function? ☒ Yes ☐ No

Payroll Processing & Data Entry (Foundational Execution)

- Process payroll for 2–3 schools with support and oversight
- Enter and verify payroll data for assigned schools
- Review timesheets, stipends, extra duty, and leave entries for accuracy
- Assist with payroll updates related to new hires, terminations, and position changes
- Support processing of deductions and benefit changes

Reporting, Review & Accuracy

- Run standard payroll reports and compare outputs for accuracy
- Identify missing payroll items and follow up with schools
- Assist with leave tracking and basic absence reviews
- Escalate discrepancies or issues to senior team members

Documentation & Workflow Support

- Upload payroll documentation to Monday.com and shared folders
- Support maintenance of payroll calendars, deadlines, and checklists
- Prepare payroll files and supporting documentation for client review
- Support audit preparation through document collection and organization

Team Support & Communication

- Communicate with team members and schools to gather required payroll information
- Follow established processes and workflows to ensure consistency

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- Provide timely updates on task completion and outstanding items
- Perform other duties as assigned to support departmental and organizational needs

Development Expectations

- Learn payroll systems and processes (Ascender, Skyward, Websmart, etc.)
- Build understanding of payroll compliance requirements, including taxes, TRS, and PEIMS
- Develop strong accuracy, timeliness, and responsiveness in task execution
- Utilize available tools, including AI and automation technologies, to improve efficiency and accuracy
- Demonstrate openness to learning and adopting new systems, tools, and processes
- Identify opportunities for improvement in day-to-day tasks and communicate suggestions to leadership

Education and Experience:

- Education: High School Diploma or GED.
- Experience: Minimum 1 year of related experience in a related role.
- Preferred:
 - Related experience in a school setting.
 - Related experience in a remote environment.
 - Related Certification.

Knowledge, Skills, and Abilities:

- **Communication Skills:** Ability to communicate clearly, professionally, and effectively in both written and verbal formats.
- **Relationship Management:** Ability to build and maintain positive working relationships with colleagues, leadership, vendors, and school clients.
- **Attention to Detail:** Strong accuracy in data entry, documentation, and compliance-related tasks.
- **Time and Task Management:** Ability to prioritize tasks, manage multiple deadlines, and work efficiently in a fast-paced environment.
- **Independent Work:** Ability to perform routine responsibilities with minimal supervision while exercising sound judgment.
- **Customer Service Orientation:** Demonstrates a responsive, solutions-oriented approach when supporting schools and employees.
- **Analytical and Problem-Solving Skills:** Ability to identify issues, analyze information, and recommend appropriate solutions.
- **Clerical and Technical Skills:** Proficient in general administrative functions, including data entry, document management, and HR/Payroll systems.
- **Mathematical Skills:** Ability to perform basic calculations accurately (e.g., benefits reconciliation, payroll-related support).

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- **Adaptability:** Ability to remain flexible and composed under pressure while managing competing priorities.
- **Keyboarding Skills:** Minimum typing speed of 35 words per minute.

Supervisory Responsibilities: Not applicable.

Core Values: As a valued member of our team, you will be expected to uphold and embody our company's core values of:

- Integrity
- Accountability
- Diversity
- Passion
- Leadership
- Collaboration, and
- Quality

These values serve as the foundation of our organization and guide our interactions with colleagues, schools, and vendors. Your commitment to these principles will contribute to a positive and productive work environment.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Environment: As a remote employee, you will have the flexibility to work from the comfort of your own home. This allows for a more personalized and efficient work environment. You will need to have a dedicated workspace with reliable internet access and the necessary equipment to perform your job duties. While working remotely offers many benefits, it also requires strong self-discipline, effective time management, and excellent communication skills to maintain productivity and collaborate effectively with team members.

Travel: While infrequent, travel may be required to conferences, meetings, and professional development training as needed.

Disclaimer: This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities, or requirements.

JOB DESCRIPTION

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InSchools complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential job functions.

Employment with inSchools is "at-will," meaning that either inSchools or an employee may terminate the employment relationship at any time with or without cause, notice, reason, or justification.